



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: March 1, 2005

**SUBJECT: PUBLIC TRANSIT PROVIDERS AMONG VIRGINIA'S AREA AGENCIES
ON AGING**

In many rural areas the Area Agencies on Aging are the major transportation provider. Many are Federal Transit Administration (FTA) Section 5311 public transportation providers. I would like to identify those AAAs that are public transit providers in Virginia. For example, Bay Aging operates Bay Transit and Lake Country AAA operates Lake Area Bus Transit System. If you are a public transportation provider in your service area, please provide the following information:

- a. name of your public transportation program;
- b. name of any partners involved in your public transportation program;
- c. geographic scope of your public transportation system – cities, counties, radius;
- d. the current fare you charge riders; and
- e. funding sources for your public transportation program.

Once I have compiled this information I will share it via a Tuesday Mailing. This will be useful resource information to those AAAs who are considering establishing a public transit system. I would like to have this information by **Friday, March 18, 2005**. My e-mail address is faye.cates@vda.virginia.gov and you can fax me at (804) 662-9354. Thank you for helping me assemble this vital information about a significant service provided by Virginia's Aging Network.

COMMONWEALTH of VIRGINIA
Department for the Aging
 Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
 Area Agencies on Aging

FROM: Tim M. Catherman
 Deputy Commissioner, Support Services

DATE: March 1, 2005

SUBJECT: Virginia Aging and AoA in the News

Below are Virginia Aging or AoA related articles that have occurred since last week's Tuesday E-mailing. These links do not require a paid service; however, some (like the Washington Post, etc.) ask a brief survey or registration. Please note some links are time sensitive and can change daily. Some articles may be editorial and/or political. Links are presented 'as is'.

If you are aware of articles that I am missing, please e-mail me a link for inclusion next week.

Virginia AAAs In the News

[Could chain-saw slaying have been prevented?](#)

Daily Press - Newport News, VA, USA

... if that feels uncomfortable, to call the local agency on aging or department of ... said Gino Columbaro, executive director of the Southeastern Virginia chapter of ...

[Installment Plan Would Help Offset Fast-Rising Property ...](#)

Washington Post - USA

... This fiscal year, which ends June 30, the average property tax bill in ... Lin Wagener, director of the Area Agency on Aging, said the installments would give ...

[Symposium on Aging Slated](#)

Winchester Star - Winchester, VA, USA

... White House Conference on Aging and is sponsored by the School of Continuing Education at SU's Northern Virginia Campus and the Loudoun Area Agency on Aging. ... The FY 2006 budget request for the Administration on Aging (AoA) is \$1,369,028,000. The request maintains funding at the FY 2005 ...

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COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: March 1, 2005

SUBJECT: National Aging and Disability I&R/A Symposium - Request for Information

The National I&R Support Center at NASUA is pleased to announce that the planning for the 2005 National Aging and Disability I&R/A Symposium is well underway. The inclusion of a focus on persons with disabilities within the title of the Symposium is intended to formally acknowledge that a majority of State and Area Agencies on Aging now serve both aging and disability populations. The National Aging I&R Support Center at the National Association of State Units (NASUA) convenes the Symposium on Aging in collaboration with the U.S. Administration on Aging and the National Association of Area Agencies on Aging. The role of the Center is to provide support and assistance to State and Area Agency on Aging efforts to enhance the quality of I&R/A programs and the professionalism of personnel. It will take place June 5-8, 2005, in Tucson Arizona. Information on hotel and conference registration can be found at www.airs.org. Updates about the June 5th Aging Symposium and Retreat will be available at www.nasua.org/informationandreferral.

In the meantime, the I&R Support Center has one session they need help on. It is titled, ***Rural Aging I&R/A - Creating a System of Care Through Unique Partnerships*** and was proposed by a Southeast Idaho Area Agency on Aging. The Support Center would like to find a second rural aging I&R/A organization from another part of the country - either an AAA that directly provides I&R/A or a rural I&R/A provider to co-present in the session. The draft description for the session is below:

In rural settings, aging I&R/A organizations are tasked with creating unique partnerships and services that establish an

integrated system of care and resources for isolated and vulnerable older adults and their families. Learn how one southeast Idaho Area Agency on Aging and its I&R/A program has addressed this issue in their sparsely populated and vast geographical service area. This session will explore program development opportunities and resultant accomplishments achieved through unique relationships with programs for elder rights, mobile senior health services, and interstate/intergenerational education.

If you feel you are a rural I&R/A that really exemplifies quality and best practices in partnering and serving their constituents, you are encouraged to contact Susan L. Shepherd, Senior Program Associate at the Support Center. Her contact information is below. After contacting Ms. Shepherd, should you decide to present at the June 5th Aging Symposium and Retreat, please let me know, faye.cates@vda.virginia.gov, or (804) 662-9310. Thank you.

Susan L. Shepherd, Senior Program Associate
National Aging I&R Support Center
National Association of State Units on Aging
Phone: 202/898-2578 Fax: 202/898-2583
E-mail: sshepherd@nasua.org
Website: www.nasua.org/informationandreferral

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet L. Honeycutt
Director of Operations

DATE: March 1, 2005

SUBJECT: January Unmet Needs Report

Attached, please find the Unmet Needs Report for the month of January.

If you have any questions, please contact me.

VIRGINIA DEPARTMENT FOR THE AGING
Unmet Demand for January, 2005

PSA	R C V D	Adult Day Care			Home Delivered Meals			Homemaker			Personal Care			Residential Repair			Transportation			PSA
		Unmet		Persons	Unmet	Persons	Persons	Unmet	Persons	Persons	Unmet	Persons	Persons	Unmet	Persons	Persons	Unmet	Persons	Persons	
		Demand	Persons	Under-	Demand	Unserved	Under-	Demand	Unserved	Under-	Demand	Unserved	Under-	Demand	Unserved	Under-	Demand	Unserved	Under-	
		(hours)	Unserved	served	(meals)		served	(hours)		served	(hours)		served	(homes)		served	(trips)		served	
1	x	796	3	4	19,796	261	480	13,579	322	140	3,256	32	34	189	197	31	4,887	341	259	1
2	x	246	1	4	16,251	83	387	9,903	216	4	444	0	68	244	244	0	12	1	1	2
3	x	128	0	1	39610	265	784	8551	125	176	2239	18	27	97	106	15	6	3	0	3
4	x	0	0	0	11465	0	258	9288	170	145	0	0	0	0	0	0	1514	16	55	4
5	x	0	0	0	69	0	21	115	12	0	359	21	0	3	3	0	0	0	0	5
6	x	5	1	0	16828	199	436	122	8	2	196	14	4	4	1	0	63	7	0	6
7	x	0	0	0	851	9	25	34	4	0	10	1	0	0	0	0	10	5	0	7
8A	x	0	0	0	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	8A
8B	x	30	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	8B
8C	x	2224	20	2	254	2	8	0	0	0	0	0	0	0	0	0	1	0	0	8C
8D	x	0	0	0	1184	0	80	0	0	0	0	0	0	0	0	0	0	0	0	8D
8E	x	24	1	0	0	0	0	556	16	2	2440	45	16	43	43	0	383	5	61	8E
9	x	240	3	0	498	0	57	21	0	6	768	9	18	28	27	1	2634	0	155	9
10	x	0	0	0	2815	26	12	468	22	0	695	11	0	18	18	0	838	0	419	10
11	x	0	0	0	40	16	4	46	15	0	0	0	0	0	0	0	76	0	76	11
12	x	0	0	0	27175	66	563	493	13	90	1537	3	79	6	6	0	82	7	28	12
13	x	147	0	2	570	3	30	3,545	89	94	1,022	21	15	0	0	0	0	0	0	13
14	x	0	0	0	16,144	47	315	560	2	80	0	0	0	0	0	0	0	0	0	14
15	x	80	1	0	0	0	0	0	0	0	213	3	1	9	9	0	16	1	0	15
16	x	0	0	0	868	31	0	984	82	0	0	0	0	0	0	0	24	1	0	16
17/18	x	113	0	1	3,338	3	85	1,284	28	22	2,723	39	6	14	14	0	2,278	83	197	17/18
19	x	160	1	0	455	0	10	384	5	0	0	0	0	5	5	0	34	17	12	19
20	x	0	0	0	22	1	0	112	7	0	416	13	0	0	0	0	414	207	0	20
21	x	502	2	9	0	0	0	0	0	0	10,428	47	184	0	0	0	94	4	15	21
22	x	0	0	0	213	30	0	0	0	0	50	0	2	20	13	7	0	0	0	22
TOTAL		4,695	33	25	158,460	1,056	3,555	50,045	1,136	761	26,796	277	454	680	686	54	13,368	699	1,278	TOTAL
ANNUAL		56,340	396	300	1,901,520	12,672	42,660	600,540	13,632	9,132	321,552	3,324	5,448	8,160	8,232	648	160,416	8,388	15,336	ANNUAL
# AAAs		25			25			25			25			25			25			# AAAs

This information is provided by Area Agencies on Aging.
The Department is not responsible for the accuracy of the data provided by the Area Agencies on Aging.

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: March 1, 2005

SUBJECT: Lake Country Area Agency on Aging Utilizes Grant Monies to Provide Services

The Chastain Home Fund granted \$99,400 to PSA 13, Lake Country Area Agency on Aging. The Home Fund, created in 2003 by a gift of \$1,300,000 from the Chastain Home for Gentlewomen in Halifax requested the Community Foundation of the Dan River Region to make grants to organizations of a type previously supported by the Chastain Home, with a particular interest in projects benefiting elderly women. PSA 13 is using the Chastain Grant to eliminate its waiting list of elderly women in Halifax County for home care services and to expand its shelf staple meal program for elderly women.

The Philip Morris Employee Community Fund (PMECF) granted Lake County two awards, one in 2003 and another in 2004. Both grants aided the agency's food program. The 2003 grant award of \$48,000 funded the purchase of a custom build food transport vehicle to be used in the delivery of home delivered and congregate meals and the purchase and installation of an exterior walk-in freezer. The 2004 award of \$34,186 enabled the agency to purchase a new proofer/heater cabinet, nine commercial electric meal transporters and increase the agency's breakfast shelf staple meals. Since PMECF's first grant cycle in 2001, the Fund has awarded 387 grants totaling more than \$9.4 million in Richmond and the surrounding areas. One hundred percent of every employee dollar contributed to the Fund goes directly to support local nonprofit organizations.

Recently, PSA 13 has received a \$42,000 Senior Helpings Grant from Altria Group, Inc. Altria Group, Inc. is the parent company of Kraft Foods, Philip Morris International, Philip Morris USA and Philip Morris Capital Corporation. This grant enabled Lake

Lake Country Area Agency on Aging Utilizes Grant Monies to Provide Services
Page 2 of 2

Country Area Agency on Aging to purchase and install a new gas range, convection steamer and double oven, all of which are used on a daily basis for meal preparation. In addition the agency purchased nine electric two-compartment meal transporters designed specifically for commercial use. The meal transporters maintain hot food at a safe temperature of 140 degrees or higher. In addition, the Senior Helpings Grant will enable PSA 13 to eliminate its current waiting list for Home Delivered Meals and provide additional shelf staple meals for seniors in its three county – Brunswick, Halifax, Mecklenburg - service area.

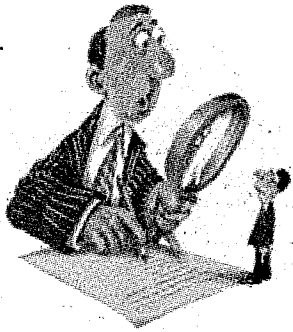
COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: AAA Directors
FROM: Bill Peterson
DATE: March 1, 2005
SUBJECT: “Looking for Mr. Goodboard”..... Recruiting Board Members

Attached is a copy of an article that appeared in the Fall 2004 issue of the Grantsmanship Center Magazine. Our private nonprofit organizations are largely as effective as the board members who agree to actively serve on the board of directors and its various committees. Board members set the tone of the organization as well as help raise the organizations' visibility and stature in the community. It is critical to find active and committed community members who are willing to serve as board members. Gone are the days when we can trust our network to well meaning, but ineffective citizens who are “honored” to be board members but who are unable to bring any critical skill or expertise to their role. This article provides some basic tips for recruiting board members and has a list of board “dos and don'ts.”

Attachment



Looking for Mr. Goodboard (and Ms. Goodboard and Dr. Goodboard...)

BY JUDY GOOCH

One of the most common challenges facing community-based organizations is finding good board members—people who don't just represent a diverse range of backgrounds and skills but who know the lay of the land and who truly *want* to serve. In TGCI's Strategic Fundraising Workshop, participants often ask, "Where do we even start looking?"

Here are some of the answers that others in the class have offered:

1. Ask your banker. The owner of a savings and loan or the regional head of some mega-bank may be otherwise occupied, but what about your local branch manager or a knowledgeable loan officer? In banks, as in many other businesses, middle-level managers are expected to become involved in civic activities. It's how they solidify ties with their communities. And bankers are useful "champions" when your organization needs to apply for a loan, a line of credit, or other forms of financial help.

2. Ask a realtor. As you drive around town, look for "For Sale" signs and pay attention to which firms—and which brokers or sales associates—turn up most often. Realtors don't just know property values, they know who's moving in, who's moving out, and who's moving up (or down). They can be very good at suggesting names to add to your membership solicitation list or your major gift prospect list.

3. Ask a lawyer. You're not trying to get free legal help—though sometimes you may, especially if he or she is familiar with estate planning and is willing to join your planned giving committee. It's strictly *verboten* for lawyers to spill confidential information about clients, but they may be able to suggest your organization as a bequest recipient if a client asks for ideas.

4. Ask your doctor. Physicians are usually very busy and even if they agree to serve, their ability to attend meetings may be limited. But if your agency's mission centers around some medical issue, you clearly need people with medical training on your board. And retired physicians are often looking for opportunities to share their expertise in meaningful ways. Your own doctor may be able to recommend a retired colleague, or you might check with the county medical society or an association of "emeritus" physicians affiliated with nearby hospitals or medical schools.

5. Ask your librarian. Librarians get to know a great deal about library patrons by the books they take out (as the framers of the so-called Patriot Act have unfortunately reminded us). Your friendly local librarian may be able to introduce you to folks who share, or could come to share, your passion for your agency's cause.

6. Identify a "dream team"—the people in town who are widely recognized for their volunteer service. Maybe they're the organizers of the annual fishing derby, prominent donors, fundraisers, eloquent speakers, hard workers, or the folks who other folks want to rub shoulders with. Make appointments to see at least a few of them. You probably won't get them to commit to your organization (though you may be pleasantly surprised every now and then). What they may give you is entree—to younger acquaintances who are interested in helping groups like yours. The "aging out" of board members is a perennial problem. Ask your dream team to help you identify and groom the next generation of community leaders.

7. Ask your own staff for client recommendations. If client representation is a requirement—for example, the HIV/AIDS service agency that must have at least two individuals who are HIV+ on the board—ask your program staff who they think might make a strong contribution to the board. (Even if your bylaws don't require it, client representation is a good idea; it helps ensure that your organization stays connected with the people you serve.) Sometimes the client who makes the most noise is a good as well as obvious choice. Other times, staff may identify the shy person who doesn't necessarily put herself forward, but who still has a lot to offer.

8. Ask someone from the media. All nonprofits can use good publicity, and while a reporter for the local paper won't be able to guarantee favorable coverage, or indeed any coverage at all, she certainly knows how to bring your agency to the attention of the media. A journalist or public relations professional can also help with damage control if something newsworthy but negative happens in connection with your organization.

9. Ask at the Chamber of Commerce. It's where you'll find rising management professionals and local business owners, all of whom have a stake in the quality of life in your community. Tell your story and see who responds.

10. Talk with your local United Way staff. In many cities—Houston is one example—the United Way holds an annual “volunteer fair” where nonprofits can publicize their need for volunteers of all sorts, including board members. Interested persons sign up, and then the agency can begin to get to know them. The United Way of Massachusetts Bay sponsors a BoardBank, which helps match the talents and interests of prospective board members with the needs of area nonprofits.

11. Talk with your community foundation. Program officers at community foundations are usually very willing to help. They're also great sources of technical assistance (some run workshops for new board members) and they know who's active in nonprofit affairs.

12. Revitalize, then recycle. Some of your current board members who appear to be disengaged simply may not have discovered their niche. Or they may have been dealing with family or work situations that left them with little free time. At least once a year, have a candid conversation with each member of the board to assess their interests and concerns. Match their talents with opportunities for them to shine.

And here are some *don'ts*.

1. Don't recruit people who say, “You can use my name. Just don't expect me to do anything.” Sure, big names can help open doors (“Mrs. Famous suggested that I contact you about...”). And it's nice to have some mucky-muck as the honorary chair of the fundraising campaign or

to have some celebrity as the “draw” for a special event. But to serve on the board, even Mrs. Famous needs to make a financial commitment. And to serve as honorary chair, she must—at the very least—show up at the event.

2. Don't just nominate your friends, unless each one has special strengths, skills and the potential for commitment to the cause. Socializing can be a nice reward of board membership, but friendship can get in the way of objective discussion. Besides, your agency probably needs to increase its visibility and its reach. Does your best friend move in the same circles you do? If the nominating committee has a long tradition of nominating friends, the executive director needs to have a frank discussion with, first, the board chair, and then the nominating committee.

3. Don't keep re-electing the same people out of inertia. Every board needs new blood. If your board doesn't have term limits, it should. If that's unlikely to happen before the next millennium, press for the establishment of “board member emeritus” status for those who have served the longest.

4. Don't just look for “people of means.” Of course you want board members to be able to give generously. But money isn't the only criterion for board membership. Passion, commitment, a willingness to learn and work hard—and to give and help get—are all important.

5. Don't seek out board members with professional skills and expect them to give their services for free. Some may, but many would prefer to be loved for their other talents. Board service shouldn't be tantamount to going on a busman's holiday. I've turned down many requests to join boards because it was clear that I was only being asked because of my fundraising background—and the board thought it could save money if it didn't have to pay for a fundraiser.

6. Don't be discouraged if you've asked the executive director to help find likely prospects, only to get few or no suggestions. She may have professional experience and many professional contacts, but her contacts outside a particular program area may be limited. Or she may be operating under the misimpression that all board members have to be wealthy and she doesn't know many wealthy people. Or maybe she just prefers a familiar (rubber-stamp?) board and the thought of new board members is threatening. Addressing these issues requires frank discussion, centered on the many ways that an appropriately active board can advance the work of the organization.

Finally, make sure your organization has well-thought-out procedures for bringing new members on board once you've identified prospects. The interview process should include both board and staff. Discuss your expectations regarding participation, financial contributions, and help raising funds. Let prospective members know that you value their advice and expertise—not just their money. These steps will help ensure that board service is positive for them, for the organization, and for the broader community you serve.

Judy Gooch, a TGCI trainer since 1994, leads TGCI's Strategic Fundraising Workshop.

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: March 1, 2005

**SUBJECT: BUSH ADMINISTRATION EXECUTIVE ORDER FOR HUMAN SERVICE
TRANSPORTATION COORDINATION**

This year there will be a national effort to identify coordination efforts among human service agencies. In Virginia, the Department of Rail and Public Transportation (DRPT) has obtained a grant from the U. S. Department of Transportation – Federal Transit Administration (FTA) that targets the President's Executive Order on Human Service Transportation. A copy of the February 24, 2004, Executive Order is attached.

There are 62 federal agencies that fund transportation programs in eight secretariats. These agencies spent \$84 million on transportation in 2003. At the federal level the focus is to break down barriers among federal programs that will simplify access, reduce duplication, and increase cost efficiencies in the delivery of human services transportation.

The President's Executive Order established the **Interagency Transportation Coordinating Council on Access and Mobility** that consist of the Secretaries of Transportation, Health and Human Services, Education, Labor, Veterans Affairs, Housing and Urban Development, and the Interior, the Attorney General, and the Commissioner of Social Security.

The function of the Council is to:

- a. promote interagency cooperation and the establishment of appropriate mechanisms to minimize duplication and overlap of Federal programs and services

so that transportation-disadvantaged persons have access to more transportation services;

- b. facilitate access to the most appropriate, cost-effective transportation services within existing resources;
- c. encourage enhanced customer access to the variety of transportation and resources available;
- d. formulate and implement administrative, policy, and procedural mechanisms that enhance transportation services at all levels; and
- e. develop and implement a method for monitoring progress on achieving the goals of this order.

I will keep you informed as DRPT finalized plans for surveying Virginia's human services agencies to address coordination efforts within the transportation delivery system.



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For Immediate Release
Office of the Press Secretary
February 24, 2004

Executive Order Human Service Transportation Coordination

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to enhance access to transportation to improve mobility, employment opportunities, and access to community services for persons who are transportation-disadvantaged, it is hereby ordered as follows:

Section 1. This order is issued consistent with the following findings and principles:

- (a) A strong America depends on citizens who are productive and who actively participate in the life of their communities.
- (b) Transportation plays a critical role in providing access to employment, medical and health care, education, and other community services and amenities. The importance of this role is underscored by the variety of transportation programs that have been created in conjunction with health and human service programs, and by the significant Federal investment in accessible public transportation systems throughout the Nation.
- (c) These transportation resources, however, are often difficult for citizens to understand and access, and are more costly than necessary due to inconsistent and unnecessary Federal and State program rules and restrictions.
- (d) A broad range of Federal program funding allows for the purchase or provision of transportation services and resources for persons who are transportation-disadvantaged. Yet, in too many communities, these services and resources are fragmented, unused, or altogether unavailable.
- (e) Federally assisted community transportation services should be seamless, comprehensive, and accessible to those who rely on them for their lives and livelihoods. For persons with mobility limitations related to advanced age, persons with disabilities, and persons struggling for self-sufficiency, transportation within and between our communities should be as available and affordable as possible.
- (f) The development, implementation, and maintenance of responsive, comprehensive, coordinated community transportation systems is essential for persons with disabilities, persons with low incomes, and older adults who rely on such transportation to fully participate in their communities.

Sec. 2. Definitions.

- (a) As used in this order, the term "agency" means an executive department or agency of the Federal Government.
- (b) For the purposes of this order, persons who are transportation-disadvantaged are persons who qualify for Federally conducted or Federally assisted transportation-related programs or services due to disability, income, or advanced age.

Sec. 3. Establishment of the Interagency Transportation Coordinating Council on Access and Mobility.

- (a) There is hereby established, within the Department of Transportation for administrative purposes, the "Interagency Transportation Coordinating Council on

Access and Mobility" ("Interagency Transportation Coordinating Council" or "Council"). The membership of the Interagency Transportation Coordinating Council shall consist of:

- (i) the Secretaries of Transportation, Health and Human Services, Education, Labor, Veterans Affairs, Agriculture, Housing and Urban Development, and the Interior, the Attorney General, and the Commissioner of Social Security; and
 - (ii) such other Federal officials as the Chairperson of the Council may designate.
- (b) The Secretary of Transportation, or the Secretary's designee, shall serve as the Chairperson of the Council. The Chairperson shall convene and preside at meetings of the Council, determine its agenda, direct its work, and, as appropriate to particular subject matters, establish and direct subgroups of the Council, which shall consist exclusively of the Council's members.
- (c) A member of the Council may designate any person who is part of the member's agency and who is an officer appointed by the President or a full-time employee serving in a position with pay equal to or greater than the minimum rate payable for GS-15 of the General Schedule to perform functions of the Council or its subgroups on the member's behalf.

Sec 4. Functions of the Interagency Transportation Coordinating Council. The Interagency Transportation Coordinating Council shall:

- (a) promote interagency cooperation and the establishment of appropriate mechanisms to minimize duplication and overlap of Federal programs and services so that transportation-disadvantaged persons have access to more transportation services;
- (b) facilitate access to the most appropriate, cost-effective transportation services within existing resources;
- (c) encourage enhanced customer access to the variety of transportation and resources available;
- (d) formulate and implement administrative, policy, and procedural mechanisms that enhance transportation services at all levels; and
- (e) develop and implement a method for monitoring progress on achieving the goals of this order.

Sec. 5. Report. In performing its functions, the Interagency Transportation Coordinating Council shall present to me a report not later than 1 calendar year from the date of this order. The report shall:

- (a) Identify those Federal, State, Tribal and local laws, regulations, procedures, and actions that have proven to be most useful and appropriate in coordinating transportation services for the targeted populations;
- (b) Identify substantive and procedural requirements of transportation-related Federal laws and regulations that are duplicative or restrict the laws' and regulations' most efficient operation;
- (c) Describe the results achieved, on an agency and program basis, in:
 - (i) simplifying access to transportation services for persons with disabilities, persons with low income, and older adults;
 - (ii) providing the most appropriate, cost-effective transportation services within existing resources; and

- (iii) reducing duplication to make funds available for more services to more such persons;
- (d) Provide recommendations to simplify and coordinate applicable substantive, procedural, and administrative requirements; and
- (e) Provide any other recommendations that would, in the judgment of the Council, advance the principles set forth in section 1 of this order.

Sec. 6. General.

- (a) Agencies shall assist the Interagency Transportation Coordinating Council and provide information to the Council consistent with applicable law as may be necessary to carry out its functions. To the extent permitted by law, and as permitted by available agency resources, the Department of Transportation shall provide funding and administrative support for the Council.
- (b) Nothing in this order shall be construed to impair or otherwise affect the functions of the Director of the Office of Management and Budget relating to budget, administrative, or legislative proposals.
- (c) This order is intended only to improve the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

GEORGE W. BUSH
THE WHITE HOUSE,
February 24, 2004.

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